



## ADMINISTRATIVE DIRECTIVE

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### I. **PURPOSE**

To establish procedures and guidelines to maintain effective control of City motor pool vehicles and equipment stationed at the Thomas O. Price Service Center, City Hall, Water Department, and Eastside Service Center ensuring readily accessible transportation for City employee businesses needs.

### II. **DEFINITIONS**

**A. General Use Pools** – Pool vehicles stationed at the City Hall, Water Department, Eastside Service Center, and the Thomas O. Price Service Center are for use by authorized employees for periods up to one day in the Tucson metropolitan area in accordance with Section V, A.1. of this directive.

**B. Fleet Pool** – Vehicles available to departments for the specialized uses listed in Section V, A.3. of this directive.

**C. Key-For-Key Use** – Temporary replacement of a vehicle turned in to Fleet Services for lengthy mechanical repairs.

### III. **POLICY**

The City's policy is to assure effective and efficient management of the motor pools by ensuring that sufficient motor pool vehicles are available for authorized employee use while maintaining optimal utilization of City vehicles.

### IV. **RESPONSIBILITIES**

The Department of Operations, Fleet Services Division, shall monitor the City's motor pool programs and ensure that proper motor pool procedures are implemented and maintained.

To ensure sufficient motor pool vehicles are available for daily use, the following responsibilities are assigned.

#### **A. Administrative Control**

Fleet Pool – Fleet Services Division Administrator

Thomas O. Price Service Center Employee Pool – Fleet Services Division Administrator

City Hall Pool – City Clerk's Office

Water Department Pool – Assistant Director, Water Department

Eastside Service Center Pool – Fleet Services Division Administrator



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### B. Operational Control and Maintenance

The administrator of each motor pool shall designate a pool supervisor responsible for proper pool operation and users' compliance with instructions for use of pool vehicles, as set forth in this Administrative Directive.

In addition to assigning pool vehicles to users, pool supervisors shall ensure that the vehicles are fueled, in good repair, and serviced according to the scheduled maintenance sticker on the vehicle.

## V. PROCEDURES

### A. Vehicle Availability

A pool vehicle may be reserved by calling the extensions listed below. Vehicles not previously reserved will be assigned on a first come, first served basis.

#### 1. General Use Pools

Vehicles are available to use in the Tucson metropolitan area for periods up to one day. The pool supervisor will evaluate the demand for vehicles before authorizing any all day use.

**City Hall Pool:** Reservations for City Hall pool cars may be made by calling extension 4213. If a pool car is not been picked up within half an hour after the reserved time, it may be reassigned.

If the user anticipates a car will not be returned by 5:00 p.m., the pool supervisor, or designee, must be notified when the car is reserved. The pool supervisor, or designee, may request a memorandum form the employee's department director if the car will be returned after 5:00 p.m. or if an employee requests frequent after hours use.

**All City Hall Pool cars must be returned to their designated parking places. Failure to park these vehicles in their designated spaces results in parking tickets. All parking tickets are the responsibility of the last user of the vehicle.**

**Eastside Service Center Pool:** Reservations for Eastside Center pool cars may be made by calling extension 4295. Cars may be assigned if not picked up within one half-hour after the reserved time.



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**Thomas O. Price Service Center Employee Pool:** No reservations are available at this location and vehicles are available only on a first come, first serve basis. Vehicles are available from 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays. Vehicle use for all other times must be prearranged with the pool supervisor.

### 2. **Departmental Pools**

**Police Department Pool and Water Department Pool:** The Police Department and Water Department each maintain and coordinate a departmental motor pool. Only staff from these departments shall be assigned these pool vehicles.

### 3. **Fleet Pool**

Fleet pool vehicles must be used when vehicles are needed for:

- two or more consecutive workdays,
- overnight use, except for those departments specifically exempt by the Vehicle Review Committee,
- weekend use,
- out-of-town use (travel outside Tucson metropolitan area),
- key-for-key use. Accident damaged vehicles will not be replaced by key-for-key pool vehicles.

Except for key-for-key use, reservations for Fleet Pool vehicles must be made in advance by calling the Fleet Services Motor Pool Office at 791-3196. Employees making a fleet pool reservation by telephone will be asked for their approved travel order number. Fleet Service Motor Pool Office staff may call the Budget and Research Department to verify travel order authorization has been granted. A copy of this signed travel order shall be presented when the vehicle is picked up.

A Fleet Pool vehicle that is not picked up within one (1) hour of the reserved time may be reassigned.

Individuals using Fleet Pool vehicles for out-of- town trips must personally pay for any needed gas and submit receipts with their travel expense reports to receive reimbursement. As an alternative way to pay for gasoline, individuals may submit a request for a cash advance, through a travel order, to the Accounting Division of the Finance Department.

Vehicles shall be returned to the Motor Pool Office refueled and cleaned. For refueling, employees without a City fuel card may borrow one from the Tire and Lube Shop. Cleaning entails removing debris from inside the vehicle, and, if needed, driving the vehicle through the drive-through car wash, located just south of the fuel island.



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The pool supervisor will provide users of locally assigned Fleet Pool vehicles with any necessary refueling instructions. Procedures for using the automated fuel facilities are specified in Administrative Directive 6.01-3, "Fueling Station Operating Procedures".

### **B. Authorized Users**

1. Department directors are responsible for their employees' use of pool vehicles. To assure proper use of pool vehicles, only one employee and an alternate from each department shall be authorized to reserve pool vehicles for all employees from that department. Names of employees authorized to reserve vehicles shall be submitted to the appropriate Pool Administrator.

2. The driver-operator must be at least eighteen years of age and have at least two years recent driving experience in the same class of vehicle or have formal driver training education that is approved by Risk Management. No person under the age of eighteen shall be allowed to operate any type of motor vehicle.

3. Only persons possessing City identification cards and valid Arizona driver's licenses will be eligible to use motor pool vehicles. The driver-operator will have in his/her possession at all times a valid Arizona driver's or chauffeur's license appropriate to the class of vehicle being driven. (For example: A motorcycle only license shall not fulfill the requirement if the employee is to drive vehicles with more than three wheels.) Prior to the release of the keys for a vehicle, the driver's City I.D. card and Arizona driver's license must be presented to the Pool Supervisor.

### **C. Equipment Operation**

1. Vehicles will be operated in accordance with Administrative Directive 6.01-1, "Responsibilities Regarding Utilization of City Vehicles." Each user of a motor pool vehicle is responsible for the daily preventive maintenance described in that directive. Vehicles are to be locked when not in use, even if parked on City property.

Pool supervisors shall report any violations of instructions in Administrative Directive 6.01-1 to the department director of the driver in question and the Pool Administrator.

2. Each user shall check the assigned vehicle for damage prior to driving, and immediately report any damage (including damage incurred while using the vehicle) to the Pool Supervisor. Unreported damages, subsequently noticed, may be charged to the last user of the vehicle.

3. The Pool Administrator will report, by memorandum to the appropriate department director, any abuse of pool vehicles. Copies of the report will be sent to the Fleet Services Division Administrator.



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4. When mechanical assistance is required for a motor pool vehicle within the metropolitan Tucson area, the operator of the vehicle should contact City Communications at extension 4144 or Fleet Services at extension 3196 and request assistance. A service truck or wrecker will be dispatched to render assistance at the vehicle location.

5. When mechanical assistance is required for a motor pool vehicle outside of the metropolitan area the vehicle operator should drive or have the vehicle towed to a nearby repair facility and obtain a repairs estimate. If the estimate is \$100.00 or less, no authorization to proceed with repairs is required. If the estimate exceeds \$100.00, the vehicle operator or repair facility must contact Fleet Services at 791-3196 or 791-3131 for authorization to proceed with repairs. In all cases, the vehicle operator has the option to pay for the repairs and later receive reimbursement, or if not able to pay for the repairs, call the Fleet Services Division who will have the vehicle towed back to Tucson for repair. If paying for the repairs, the vehicle operator should forward to Fleet Services a copy of the repair bill along with their name and, if applicable, the name of the Fleet Services staff member authorizing the repairs

### D. Trip Tickets

The driver is given, with the keys to a pool vehicle, a partly completed Trip Ticket listing the beginning mileage of the vehicle. The Pool Supervisor retains a duplicate of this ticket as a suspense copy to be destroyed when the vehicle is returned. Before using the vehicle, the driver must note any discrepancy between the Trip Ticket's listed mileage and the vehicle's odometer reading. Any mileage discrepancy must be reported to the Pool Supervisor, who will adjust the appropriate Trip Tickets. When returning the vehicle, the driver fills out the rest of the Trip Ticket and gives the ticket to the Pool Supervisor for later accounting of vehicle charges.

### E. Motor Pool Charges

1. Motor pool charges will be computed on a monthly basis from the individual Trip Tickets. A set entry form will be used to generate the charges and credits, which will be submitted to Accounting prior to their monthly cut-off date.

2. Charges for all pool vehicles will be based on mileage or time in use, whichever is the higher charge.

## VI. APPENDIX

Attachment – Trip Ticket



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**VII. RESPONSIBILITY FOR REVIEW**

The Deputy City Manager, as chairman of the Vehicle Review Committee, will review this directive annually in December, or as needed.

**AUTHORIZED**

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**JAMES KEENE, CITY MANAGER**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. On the left side, there is a vertical margin line, creating a narrow left margin. The paper appears to be from a notebook or a standard sheet of stationery.